



# APPLICATION FOR TRANSITION TO TEACHING PERMIT

State Form 52649 (4-06)

Approved by State Board of Accounts, 2006

DEPARTMENT OF EDUCATION  
DIVISION OF PROFESSIONAL STANDARDS  
State House, Room 229  
Indianapolis, Indiana 46204-2731  
Telephone: (317) 232-9010  
Toll Free number: (866) 542-3672  
Fax: (317) 232-9023  
www.doe.state.in.us/dps

## ACCOUNTING CONTROL

Receipt number

Date of receipt (*month, day, year*)

Transaction number

### IMPORTANT:

A cashier's check or money order for \$35.00, made payable to the State of Indiana, must accompany this application. DO NOT SEND CASH OR PERSONAL CHECKS.

All fees are non-refundable.

The information in this document is confidential according to IC 5-14-3-4(b)8.

## SECTION A - MUST BE COMPLETED BY SUPERINTENDENT - REQUEST FOR TRANSITION TO TEACHING

As superintendent of \_\_\_\_\_, school corporation number \_\_\_\_\_, I have read the rules and application guidelines for Transition to Teaching Permits, and certify that this corporation has been unable to secure a qualified licensed educator for the 2006 - 2007 school year. The requirements for the Transition to Teaching Permit have been met and I hereby request a Transition to Teaching Permit for the person named in Section B. **Three options exist for school corporations seeking an instructional Transition to Teaching Permit (please check the option requested):**

☐ **Option A.** Thirty-one (31) school corporations may obtain a Transition to Teaching Permit for any instructional content area. The list of these school corporations and the list of instructional content areas are found on **page 4**.

Name of the school corporation: \_\_\_\_\_ Content area requested: \_\_\_\_\_

School setting requested: \_\_\_\_\_

☐ **Option B.** Any school corporation may obtain a Transition to Teaching Permit in any one of these shortage content areas:  
(Please check the content area and school setting requested.)

### Content areas

- ☐ Mild Intervention
- ☐ Intense Intervention
- ☐ Visually Impaired
- ☐ Hearing Impaired
- ☐ Mathematics
- ☐ Spanish

### School settings

- ☐ Chemistry
- ☐ Earth / Space Science
- ☐ Life Science
- ☐ Physical Science
- ☐ Physics
- ☐ English as a New Language
- ☐ Pre-school (for Exceptional Needs only)
- ☐ Elementary Primary (for Exceptional Needs only)
- ☐ Elementary Intermediate (for Exceptional Needs only)
- ☐ Middle School / Junior High
- ☐ High School
- ☐ All Schools

☐ **Option C.** School corporations not listed in Option A may obtain a Transition to Teaching Permit in a non-shortage content area if they submit evidence on school letterhead of one or more of the following:

1. A change in student demographics requiring the school corporation to significantly change the instructional program.
2. A need for increased emphasis in the requested area to address learning gaps and improve student achievement as identified by ISTEP, AYP, and P.L. 221 results.
3. Proof that the school corporation is "hard to staff" as demonstrated by demographic data, including the complexity index of the school corporation, or the number or percentage of students in categories that are included in the complexity index.

In addition to the application form and the evidence of one of the three criteria listed above, the school corporation will provide a written plan on how it will use the candidate.

Content area requested: \_\_\_\_\_ School setting requested: \_\_\_\_\_

Name of Superintendent (*type or print*)

Date (*month, day, year*)

Address of corporation (*number and street, city, state, and ZIP code*)

Telephone number (*with area code*)

( )

Signature of Superintendent

## SECTION B - COMPLETED BY TEACHER

Name (*last, first, middle, maiden*)

Social Security number\*

\* This agency is requesting the disclosure of your Social Security number in accordance with IC 4-1-8-1(a), first paragraph, and with 42 USC 666(a)13. Disclosure is mandatory; this record cannot be processed without it.

Date of birth (*month, day, year*)

Address (*number and street, city, state, and ZIP code*)

E-mail address

Telephone number (*with area code*)

( )

Degree(s)

Institution(s)

**SECTION C - SUPERINTENDENT VERIFICATION FORM**

I verify that our school corporation has a shortage or emergency need for personnel in the teaching area(s) of

Content area(s)

School setting(s)

The situation(s) leading to the application of this Transition to Teaching Permit are described as follows:

Accordingly, we wish to employ \_\_\_\_\_ SSN \_\_\_\_\_ for this vacancy.  
Name of applicant

This individual best fills the needs of our school corporation because

All appropriate alternatives have been exhausted in the attempt to fill this position with qualified licensed personnel.

Signature of Superintendent

Corporation

Date signed (month, day, year)

**SECTION D - CRIMINAL HISTORY AND LOYALTY AFFIDAVIT  
COMPLETED BY TEACHER**

Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

Have you ever been convicted of a misdemeanor other than minor traffic violations after January 15, 1994?

☐ Yes ☐ No

**If the answer is Yes to question 1, 2 or 3, attach a written explanation and provide court records.**

I certify that the information and documentation contained in my application, required for a license in Indiana, is true and accurate to the best of my knowledge and belief.

Indiana law requires the applicant to sign the loyalty affidavit and to retain a copy. Please photocopy the completed application and keep a copy for your records.

*I solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of Indiana.*

Signature of applicant

Date signed (month, day, year)

**SECTION E - TRANSITION TO TEACHING VERIFICATION  
COMPLETED BY INDIANA LICENSING ADVISOR**

**No Transition to Teaching Permit will be issued without the Licensing Advisor's signature confirming the applicant's acceptance into your institution's Transition to Teaching program for the content area(s) requested.**

As Licensing Advisor of \_\_\_\_\_, I certify that the teacher named \_\_\_\_\_  
*Name of institution*  
hereon has enrolled in an approved Transition to Teaching program to meet requirements for an Indiana license.

Name of teacher

Signature of Licensing Advisor

Date signed (*month, day, year*)

**Licensing Advisor:** Please complete and sign **ONLY** if the applicant is enrolled in a Transition to Teaching program at your institution.

**FOR DPS USE ONLY**

Preparation Level (Rules 2002)	Gradation	Degree	Basis
<input type="checkbox"/> 20 Instructional	<input type="checkbox"/> 1 Transition to Teaching Permit	<input type="checkbox"/> 3 Bachelor <input type="checkbox"/> 4 Master <input type="checkbox"/> 5 Specialist <input type="checkbox"/> 6 Advanced <input type="checkbox"/> 7 Doctorate	<input type="checkbox"/> 5 Rules 2002
		College / State	
CONTENT AREA(S)		SCHOOL SETTING(S)	
Corporation number	Date of issue ( <i>month, day, year</i> )	Expiration date ( <i>month, day, year</i> )	

# Rules and Policy for Transition to Teaching Permit Issuance Rules 2002

## Transition to Teaching Permits: General Information

Transition to Teaching Permits may be granted as approved by the Division of Professional Standards, provided the following criteria have been met:

- Applications for the Transition to Teaching Permit shall be made through the employing school superintendent and include verification of an emergency need.
- The candidate holds the minimum of a Bachelor's Degree from a state or regionally accredited institution.
- All Transition to Teaching Permits will have an expiration date of **three (3) years** after the issue date.
- A \$35 money order, a valid Limited Criminal History report, and an official transcript of the applicant's highest earned degree must accompany ALL applications for Transition to Teaching Permits.
- Applicants may, but are not required to, complete the mentoring portion of the Indiana Mentoring and Assessment Program (IMAP). Mentors would be eligible for the stipend. If the applicant has an initial practitioner license in another area he/she may, but is not required to, complete the portfolio assessment portion of the IMAP program as well.
- Applications for the Transition to Teaching Permit must include confirmation by an Indiana Licensing Advisor of admittance into an **approved** Transition to Teaching program.
- Transition to Teaching permits may **not** be renewed.

## Eligible School Corporations for Option A (page 1)

Anderson Community Schools	Greater Clark County Schools	MSD Perry Township
Blue River Special Education Corporation	Greenfield-Central Community Schools	MSD Wayne Township
Carmel Clay Schools	Indianapolis Public Schools	New Albany-Floyd County Consol. Corporation
Diocese of Fort Wayne	Joint Ed. Services Ind. Special Education	Office of Catholic Education
Diocese of Gary	Kokomo-Center Township Consol. Corporation	Porter County Education Interlocal
Elkhart Community Schools	LaPorte Community Schools	Richmond Community School Corporation
Evansville-Vanderburgh Schools	Logansport Community Schools	School City of East Chicago
Fort Wayne Community Schools	Madison Area Ed. Special Services	School City of Hammond
Gary Community Schools	Michigan City Area Schools	School City of Mishawaka
Goshen Community Schools	Monroe County Community Schools	South Bend Community Schools.
	MSD Lawrence Township	

## Instructional Content Area(s)

Adaptive Physical Education	Fine Arts: Dance	Science: Chemistry
Business	Fine Arts: Instrumental and General Music	Science: Earth Space Science
Career and Technical Education	Fine Arts: Theater Arts	Science: Life Science
(please specify licensing area)	Fine Arts: Visual Arts	Science: Physical Science
Communication Disorders	Fine Arts: Vocal and General Music	Science: Physics
Computer Education	Gifted and Talented Education	Social Studies: Economics
Driver and Traffic Safety Education	Health	Social Studies: Geographical Perspectives
Elementary: Intermediate Generalist	Journalism	Social Studies: Government and Citizenship
Elementary: Primary Generalist	Language Arts	Social Studies: Historical Perspectives
English as a New Language	Library / Media	Social Studies: Psychology
ENL: Bilingual / Bicultural	Mathematics	Social Studies: Sociology
Exceptional Needs: Hearing Impaired	Physical Education	Technology Education
Exceptional Needs: Intense Intervention	Preschool Generalist	World Language (specify languages)
Exceptional Needs: Mild Intervention	Reading	
Exceptional Needs: Visually Impaired	Reading Specialist	